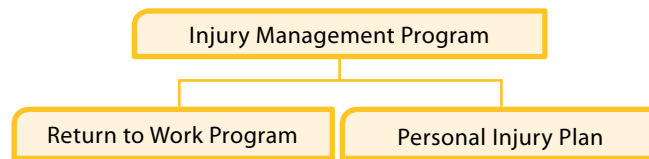


Workers Compensation - Injury Management Processes

The *Workers Compensation Act 1951* (the Act) aims to provide timely, safe and durable return to work through effective injury management, and income support to injured workers. WorkSafe ACT is the government agency responsible for the administration and regulation of the workers compensation legislation.

The Act outlines requirements for an Injury Management Process to support the rehabilitation and timely, durable return to work of injured workers. The process includes requirements for consultation and cooperation between relevant participants including the insurer, employer and injured worker, rehabilitation provider, treating doctor and industrial union where relevant.

The three steps involved in the Injury Management Process are:



Injury Management Program

The Insurer must establish and maintain an *Injury Management Program* which is to be reviewed every two years. This program is a coordinated and integrated set of policies and procedures addressing all aspects of injury management from time of injury, including:

- treatment
- medical management practices
- employment
- rehabilitation
- retraining
- claims management systems

Any *Injury Management Program* and subsequent revisions must be given to the minister.

The employer has reporting and injury management obligations under the insurers *Injury Management Program* of which the employer must be made aware, and with which they must comply.

Return to Work Program

The employer must establish a *Return to Work Program* in conjunction with the workers, an approved rehabilitation provider, and the industrial union where applicable. This Program must be consistent with their insurers *Injury Management Program* and include:

- policies and procedures (e.g. reporting procedures and early notification procedures) for the rehabilitation of an injured worker (including where necessary *vocational rehabilitation*)
- arrangements for medical treatment; and
- a summary of all parties responsibilities who are involved in the program.

This program should be displayed at each workplace and include all steps in the process, commencing from the early notification of the injury, right through to the return to work strategies.

Personal Injury Plan

The insurer must establish a Personal Injury Plan for an injured worker if it is likely the worker will be incapacitated, partially or totally, for a period of more than 7 calendar days. A Personal Injury Plan is developed in conjunction with the employer, the injured worker, and with the assistance of an approved rehabilitation provider and nominated treating doctor.

A Personal Injury Plan should outline the treatment, rehabilitation and retraining proposed for the injured worker, ensuring a timely, safe and durable return to work is achieved.

An approved rehabilitation provider may be appointed as part of a Personal Injury Plan. However if the worker has not returned to their pre-injury duties and hours within four weeks of giving notice of the injury an approved rehabilitation provider must be appointed.

Vocational rehabilitation

As part of the Injury Management Process, an employer must provide for *suitable employment* after an injury has occurred, and take part in *vocational rehabilitation* for the injured worker.

Vocational Rehabilitation involves the assessment of the worker with the aim of providing training and other services to the injured worker, enabling the employer to return the worker to suitable employment.

Suitable employment may take into account the following considerations:

- the nature of the workers capacity and pre injury employment;
- the workers age, education, skills, and work experience;
- the workers place of residence;
- the medical assessment of the workers doctor;
- provisions under the workers personal injury plan;
- suitable duties, for which the worker has received vocational rehabilitation; and
- the length of time the worker has been seeking suitable employment.

For further information

For additional information relevant to this bulletin refer to:

- Guidance Note WSACT GN 0048 - Workers Compensation - General Information.
- Guidance Note WSACT GN 0050 - Workers Compensation - Worker Obligations.
- Guidance Note WSACT GN 0053 - Workers Compensation - Claims Process and Benefits.

If you have a workers compensation inquiry, contact WorkSafe ACT on (02) 6207 3000.